

Introduced by: Councilmember Porter

RESOLUTION #1993-55

COUNCIL RULES OF PROCEDURE

WHEREAS, the Council wishes to conduct its meetings in such a way as to maximize the opportunity for citizens to participate; AND

WHEREAS, long Council meetings that continue until a very late hour inhibit the ability of citizens to address the Council on issues that concern them; AND

WHEREAS, the Council also wishes to conduct its business in an efficient and timely fashion.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of Takoma Park, Maryland, does hereby establish the following rules of procedure to govern the conduct of council meetings:

- 1) Council meetings and Worksessions will commence at 7:30 p.m. unless otherwise advertised.
- 2) Announcements made at the beginning of council meetings should be informational in nature. Discussion of substantive issues should be avoided during the period of time set aside for announcements.
- 3) As each agenda item is taken up, the Mayor or a member of the Council shall summarize the content of the agenda item and state the action the Council is considering.
- 4) Citizens who wish to address the Council must be recognized by the Mayor before speaking, must state their name and address for the record, and must direct their remarks to the Council.
- 5) Councilmembers who wish to speak must be recognized by the Mayor before speaking and must address the issue under discussion.
- 6) All those present at Council meetings shall permit speakers to express their opinions without interruption.
- 7) In general, speakers should limit their comments to no more than five minutes. When a large number of citizens wish to address the Council on an issue, speakers shall:
 - a) Sign up to speak on a form designated by the City Clerk, and
 - b) Limit their comments to no longer than three minutes, in order to give all those who wish to speak an opportunity to be heard in a timely manner. After all those who wish to speak on an issue have spoken, the

Mayor may allow those who have already spoken to address the Council a second time.

8) During citizen comment period and public hearings, Councilmembers' comments shall be limited to asking informational questions of speakers or responding to requests for information.

9) Councilmembers are encouraged to work with city staff before Council meetings to make editorial changes to ordinances or resolutions. During Council meetings, Councilmembers shall make every effort to avoid purely editorial changes to the language of ordinances or resolutions. Such changes may be ruled out of order by the Mayor.

10) At the descretion of the Mayor, noncontroversial resolutions or other matters may be passed as part of a consent agenda. If any Councilmember wishes to discuss an item on the consent agenda, that item shall be removed from the consent agenda and placed on the regular agenda for that meeting.

11) Meetings and worksessions of the Council shall be recorded on audio tapes and videotape and simultaneously broadcast on the Takoma Park public educational and governmental cable channel. Videotapes of Council meetings and worksessions will be preserve for one year, audio tapes will be preserved for three years, and copies of the videotapes will be available to the public for the cost of the tapes and the copying.

Adopted this 24th day of May, 1993.